OFFICE OF ADOLESCENT HEALTH

GUIDANCE FOR PREPARING THE
FINAL REPORT

Report Due: 90 Days After the End of the Grant

Last Updated July 2015

Office of Adolescent Health

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PART ONE: GENERAL INSTRUCTIONS

This document provides guidance on the preparation of a final report for OAH Teen Pregnancy Prevention grantees.

The purpose of the final report is to report on the progress and accomplishments of the project over the entirety of the five-year grant.

The OAH Guidance for Preparing a Final Report describes the content and submission procedures for completing the Final Report. Reports will be reviewed by the OAH Project Officer and the Office of Grants Management (OGM) Grants Management Specialist. The report must provide detailed information on the progress in accomplishing goals and objectives over the entirety of the grant.

PART TWO: FINAL REPORT SUBMISSION

The Final Report and all supporting documents must be received no later than **90 days after the end of the grant**.
- If a grantee receives a no-cost extension, the final report is due 90 days after the end of the no-cost extension.
- If the grantee does not receive a no-cost extension and the last day of the grant is August 31, 2015, the final report is due 90 days later on November 29, 2015.

Submission of the annual progress report and performance measure data for the fifth and final year of the grant (September 1, 2014 to August 31, 2015) should be submitted as a separate report and is due on September 30, 2015.

Electronic Submission (required)

The final report, including all required documents, should be submitted to OGM electronically through Grantsolutions.gov. All required reporting documents should be submitted and uploaded within the Grant Notes section of "My Grants" for access by the assigned OAH Project Officer and OGM Grants Management Specialist. Grantees should include the grant number on all submissions.

PART THREE: FINAL REPORT CONTENT

The final report should include:
- Table of contents
- Executive summary
- Five-year progress report
- Key accomplishments and successes from five-year cooperative agreement
- Final program package (Tier 2 only)
- Summary of products, presentations, and publications
- Additional document/materials

The contents of the report should be properly labeled and numbered. Content should be concise, complete and written in 12-point font. Adherence to the guidelines will facilitate the review of the final report.

I.   TABLE OF CONTENTS

A Table of Contents outlining the components of the final report is required. It will ensure that all components have been addressed in the final report.

II.   EXECUTIVE SUMMARY

The executive summary should provide a concise description of your project including the program implemented, population served, setting, data collection results, discussion of any evaluation findings, key accomplishments and successes, and plans for sustainability.

III. FIVE-YEAR PROGRESS REPORT (narrative format)

The five-year progress report should describe the completion of objectives and activities implemented to achieve the program's goal(s) over the course of the five-year cooperative agreement.   If the grantee receives a no-cost extension, the final report should cover the time period from September 1, 2010 through the last day of the cooperative agreement. If the grantee does not receive a no-cost extension, the final report should cover the time period from September 1, 2010 through August 31, 2015.

The five-year progress report is where the grantee should detail their progress in meeting all stated goals, objectives, and activities over the entirety of the cooperative agreement. The report should include a summary of progress for the entire five-year project period. The progress report should include a thorough description of both programmatic and evaluation objectives and activities.

 The five-year progress report should:
- Provide a detailed narrative describing efforts taken to accomplish the stated goal(s), program objectives, and planned activities, and the outcomes of those efforts.
- Report on lessons learned in implementing the program.
- Report on challenges encountered and how the challenges were addressed.
- Report on any significant project activities or accomplishments.

- Report on significant modifications that occurred over the course of the cooperative agreement that were not part of the original program.
- Provide a description of plans for sustaining the program beyond the end of the cooperative agreement.

IV. DESCRIPTION OF KEY ACCOMPLISHMENTS AND SUCCESSES

Grantees should provide a short narrative for their most significant accomplishments and successes that occurred as a result of five years of OAH TPP funding. For each accomplishment/success, the grantee should provide an overview of the activities implemented and the resulting outcomes. The grantee should also describe why the accomplishment/success was meaningful to their organization and/or community.

See **Exhibit A** for a template to use to document TPP Key Accomplishments and Successes.

V. FINAL PROGRAM PACAKAGE AND PLANS FOR DISSEMINATION *(Tier 2 grantees only)*

Final Program Package

As stated in the 2013 TPP Packaging and Dissemination Guidance (http://www.hhs.gov/ash/oah/oah-initiatives/tpp_program/program-guidance/Assets/tpp_packaging_guidance.pdf), all OAH TPP Research and Demonstration grantees (Tier 2) are expected to package their program so that it is implementation ready and includes all of the necessary information to allow it to be effectively implemented by someone other than the program developer.

All Tier 2 grantees must submit an electronic copy and print copy of their final program package with their final report. The electronic copy can be uploaded into the Grant Notes sections of Grantsolutions with the rest of the final report and/or can be emailed to the OAH project officer. The print copy should be sent directly to the OAH project officer at 1101 Wootton Parkway, Suite 700, Rockville, MD 20852.

To be considered implementation ready, the grantee's final program package must include the following:

1. **Evidence of the programs' effectiveness** – A description of the evidence supporting the program's effectiveness, including a discussion of the evaluation results and information from the developer on what makes the program work. This should include a description of evaluation results on behaviors, knowledge, attitudes, and other relevant outcomes measured by the evaluation.
2. **Core components** - Core components are the program characteristics related to achieving the outcomes associated with the program. Developers should identify core components of the program related to (a) content (what is taught); (b) pedagogy (how the content is taught); and (c) implementation (learning environment in which the program is taught).

3. **Logic model and theory** - A program logic model describes the connections between the resources available, activities conducted, short-term outcomes, and long-term outcomes. In addition to the logic model, knowledge of the theory used to develop the program is critical in helping implementers understand how the program works to achieve its stated outcomes.

4. **Information on how the program was implemented** – Background information on how the program was implemented so that others interested in replication fully understand what is required to successfully implement the program. This includes, but is not limited to, information on the target population, organizational capacity, programmatic costs, staffing, number and length of sessions, and optimal number of youth per group.

5. **Facilitator guide** – A facilitator guide should include an overview of the program, detailed instructions on how to implement the program, and any tips or best practices related to implementation.

6. **Curriculum** – The curriculum should include all lessons and any supplemental materials, including videos and handouts, needed to implement the program.

7. **Training materials** – Training materials should include all necessary materials used to train staff who will implement the program.

8. **Guidance on allowable adaptations** – Guidance on what adaptations are allowable and what adaptations are not allowable helps to minimize the number of adaptations that may have a negative impact on the program outcomes. Adaptation guidance should be informed by the program's core components, logic model, theory, and available research evidence.

9. **Tools for monitoring fidelity** – Tools for monitoring fidelity help organizations assess program implementation and make continuous quality improvements to ensure the program is implemented as intended.

10. **Evaluation instruments (optional)** – Evaluation instruments developed to assess implementation quality and participant outcomes can be helpful to include for others interested in evaluating their replication of the program.

OAH expects that the final program package for **ALL** Tier 2 grantees will include each of the components outlined above. This includes Tier 2 grantees that implemented adaptations of existing evidence-based programs as well as grantees that implemented web-based or technology-based programs.

For a grantee that implemented an adaptation of an existing evidence-based program, if the adaptation was separate from the program and can easily be packaged apart from the existing evidence-based program (e.g., a text messaging component added on to an existing evidence-based program), the "curriculum" portion of the grantee's final program package can include only the materials on the specific adaptation, rather than the materials for the adaptation and the materials for the evidence-based program. In contrast, if the adaptation was woven throughout the evidence-based program and cannot easily be separated, the "curriculum" portion of the package must include the entire program. In addition to the final curriculum, all grantees that implemented adaptations of evidence-based programs are expected to submit all of the other components of the final program package listed above (numbers 1-10).

For a grantee that implemented an online program, the "curriculum" portion of the final program package can consist of information needed to access the final online program (e.g., username and password), rather than printing screen shots of every screen from the online program. In addition to providing access to the

final curriculum of the program, all grantees that implemented an online or technology-based program are expected to submit all of the other components of the final program package listed above (numbers 1-10).

Frequently Asked Questions on how OAH does and does not plan to use grantee final program packages is available at http://www.hhs.gov/ash/oah/oah-initiatives/tpp_program/program-guidance/Assets/faqs-tppresearchdemonstration-packingdissemination.pdf.

Dissemination of Final Program Package

Grantees should provide a description of their plan and strategy for disseminating the final program to others interested in replication of the program after the grant ends.

VI. SUMMARY OF PRODUCTS, PRESENTATIONS, AND PUBLICATIONS

Grantees should provide a summary of:
- All **products** developed using grant funds over the five-year cooperative agreement (e.g., supplemental materials, videos, etc). The summary should include the title of the product, the date produced, and a link to where the product is available.
- All **presentations** made about the grant-funded program over the five-year cooperative agreement. This should include all national and State-wide presentations, as well as local or regional presentations of significance (determined by the grantee). The summary should include the title of the presentation, date of the presentation, the event at which the presentation occurred, and the audience in attendance.
- All **publications** (submitted, accepted, or published) about the grant program and evaluation findings. The summary should include the full bibliography for each publication.

VII. APPENDICES

Supporting documents that add value or clarity to the information presented in the progress report should be included in the appendices. Materials included in the appendices should present information clearly and succinctly and add depth to your report.

EXHIBIT A: TPP KEY ACCOMPLISHMENTS & SUCCESSES TEMPLATE

Key Accomplishments & Successes Over the Five-Year Cooperative Agreement
What were your project's key successes? Lessons learned? What were your greatest accomplishments? Reflecting on the five-year cooperative agreement, what makes you most proud?

Accomplishment/Success #1:

> Provide an overview of a key accomplishment/success, the activities implemented, and the resulting outcomes. Describe why the accomplishment/success was meaningful.

Accomplishment/Success #2:

> Provide an overview of a key accomplishment/success, the activities implemented, and the resulting outcomes. Describe why the accomplishment/success was meaningful.

Accomplishment/Success #3:

> Provide an overview of a key accomplishment/success, the activities implemented, and the resulting outcomes. Describe why the accomplishment/success was meaningful.

Accomplishment/Success #4:

> Provide an overview of a key accomplishment/success, the activities implemented, and the resulting outcomes. Describe why the accomplishment/success was meaningful.

Accomplishment/Success #5:

> Provide an overview of a key accomplishment/success, the activities implemented, and the resulting outcomes. Describe why the accomplishment/success was meaningful.

Accomplishment/Success #6:

> Provide an overview of a key accomplishment/success, the activities implemented, and the resulting outcomes. Describe why the accomplishment/success was meaningful.